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15 April 1970

MEMORANDUM FOR THE RECORD

SUBJECT: ORD/DDS&T Conference Room Utilization -
Ames Center Building

1. The attached tabulation of usage of conference rooms as scheduled by ORD/DDS&T, Ames Center Building has been completed for the period 1 January through 20 March 1970. The number of conferees versus the size of the conference room used was not recorded and so could not be considered in this analysis of ORD conference room utilization.

2. It was noted that the Office of Personnel Conference Room located in Room G02 was utilized 10% of its available time by ORD and this conference room was used at least once during each of 23 of the 55 workdays of the period of time under study.

3. The utilization rates of the six ORD conference rooms indicate that improvement can be realized by more effective scheduling; this could result in a saving of space. Of the total of 2,640 conference room/hours only 1,008 or 38% were used. This is a very low utilization factor even though of the total of 330 conference room/days covering the period being analysed 279 or 85% were encumbered at least once during each room/day.

	<u>% of Hours Utilized</u>	<u>% of Days Utilized</u>
(1) Room 607	39	85
(2) Room 517	43	98
(3) Room 617	58	96
(4) Room 717	33	73
(5) Room 725A	27	80
(6) Room 725B	29	80
Overall	38% (1008 of 2640)	85% (279 of 330)

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GROUP 1
Excluded from automatic
downgrading and
declassification

4. ORD/DDS&T Assigned Conference Space

		<u>Sq. Ft.</u>	<u>Remarks</u>
1) 2)	Room 517	300	
1) 2)	Room 607	400	CRAMS Lists Rm. 617 w/607
1) 2)	Room 617	300	
	Sub total	1000	
	Room 707	150	PH Partition
	Room 707	150	Storage and Corridor
	Room 716	170	Office
2)	Room 717	285	
1)	Room 725	200	Empty
2)	Room 725A	140	
2)	Room 725B	140	
	Sub total	1235	(CRAMS Lists <u>1235</u> sq. ft. for room 725)

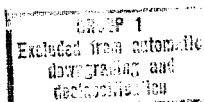
Assigned Space 2235

- 1) CRAMS Listings dated 5 March 1970
- 2) Six locations currently used as Scheduled Conference/Briefing Room.

5. It is recognized that a 100% utilization of all conference rooms is not possible. A comparison of "Hours Used" versus "Hours Not Used" over the sample study period shows that improved scheduling could satisfy the conference load with fewer conference rooms. For example, as shown below, the 248 hours of Conference Time in rooms 725A and 725B could have been easily spread throughout the other four conference rooms and still leave 752 available conference hours as unused time. Space is sufficiently at a premium that this special effort is warranted, even though an officer would prefer to have a conference room which he could use located next to his office or at least on the same floor.

	<u>Hours Used</u>	<u>Hours Not Used</u>	<u>Hours Available</u>
(1) Room 607	172	268	
(2) Room 517	189	251	
(3) Room 617	255	185	
(4) Room 717	144	296	
(5) Room 725A	120	320	
(6) Room 725B	128	312	
Totals	1008 (38%)	1632 (62%)	2640 (100%)

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6. Further space analysis reveals that of the total of 2235 sq. ft. of conference space reported in CRAMS as assigned to ORD/DDS&T only 1565 sq. ft. is currently used as conference space. The balance of 670 sq. ft. is being used for storage, reproduction, walk-through, empty, etc. Re-evaluation of the following locations is advisable:

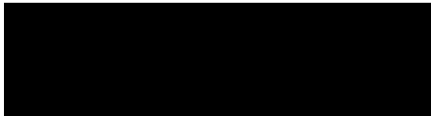
Room 707	300 sq. ft.
Room 716	170 sq. ft.
Room 725	200 sq. ft.
Room 725A	140 sq. ft.
Room 725B	140 sq. ft.
Total	<u>950</u> sq. ft.

Possible Conference/Briefing Space Reduction

- (1) $\frac{950}{2235} = 42\%$ (Maximum)
- (2) $\frac{480}{2235} = 21\%$ (Minimum) (Suite 725)

7. Recorded information, assembling and analysis of data, and conclusions reflect the possibility for space savings. This study is mainly based upon an analysis of ORD records of conference room use. A thorough space management effort covering Agency conference space would call for a personal examination of ORD requirements for conference/briefing type space including the functions supported by such facilities.

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Support Officer
Building Planning Staff O/L

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